

GUIDELINES FOR REQUESTING IN-SESSION COMMENDING, RECOGNIZING, ETC., RESOLUTIONS FROM THE OFFICE OF LEGISLATIVE COUNSEL

1. If a member wants an honoree of a commending resolution to be recognized in the chamber, the member should first check the rules and procedures of the House or Senate before submitting the request.
2. Be aware that the process for producing resolutions requires the same number of steps and number of people as those for producing bills: drafting, database input and formatting, editing, revising or correcting as necessary, finalizing, backing, and filing. This takes time for each request.
3. Due to the time and resources involved and the number of requests that we receive:
 - A. Please submit the request to us as far in advance as possible. In order to be fair to members, resolution requests are processed in the order in which they were received. While we always try to minimize turn-around time, the number of pending requests submitted ahead of yours will affect the turn-around time for your own request;
 - B. We do not perform research for background information, including accessing any links provided to us and "googling." The member or his/her staff should provide all background information for the resolution to the Office of Legislative Counsel. Read the background information and check for errors before providing it to us; and
 - C. A request to honor more than five persons, entities, etc., for the same award, event, etc., (for example, "teachers of the year" from the same school district) will result in a single resolution for the entire group, which will mention each person or thing to be honored (rather than a separate resolution for each). You can request multiple "pretty copies" of a resolution through the Secretary of the Senate's or the Clerk of the House's office.
4. Highlight or underline information that you specifically want to be included in the resolution. ("Who, what, where, when, why, and how" is a good rule of thumb.) We cannot proceed with drafting unless and until you do so.
5. Resolution length, when possible, will generally be kept to 36 lines or less, so that the final "pretty" copy produced by the Clerk of the House or the Secretary of the Senate will fit on a single sheet of legal size paper, suitable for framing.
6. Let us know if you prefer to see a copy of the resolution in draft form before finalizing.
7. Read over the final copy of the resolution before you introduce it.
8. Any change requested to a resolution that has already been finalized and backed must go through the entire process again. If a resolution is brought back to correct an error due to incorrect information or instructions that were given to us, it will be treated as a new request and will go to the end of the queue.
9. Make sure to write the name of the member on any hard copy requests delivered in person to our office.